

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on July 16, 2021, at the District office. President Lloyd Ross presided.

ATTENDEES:

Directors: Gene Helberg, Tom Cahill, Lloyd Ross, Bob Keenan

District Employees: Julie Spencer, Mimi Wildeman, Sergio Lopez

Engineering: Jeff Cicon P.E, Morrison Maierle

Public: None

Pledge of Allegiance

READ AND APPROVE MINUTES:

The minutes of the June 9, 2021, General Board Meeting were reviewed for approval. Keenan made a motion to approve the minutes, Cahill seconded, and it was unanimously.

RESOLVED, That the minutes of the June 9, 2021, Board Meeting be approved.

PUBLIC COMMENT

None

READ AND APPROVE AGENDA

Ross asked for discussion, Cahill made a motion to approve the Agenda, Keenan seconded, it was unanimously.

RESOLVED, That the Agenda be approved.

CONSENT AGENDA

Ross asked for discussion, no further discussion Cahill made a motion to approve, Keenan seconded, it was unanimously.

RESOLVED, That the Consent Agenda be approved.

OLD BUSINESS

Operations Report- Ross asked for discussion. Lopez gave the report, Cahill asked about the accident report after some discussion Keenan made a motion to approve the Operators report, Cahill seconded, and it was unanimously.

RESOLVED, That the Operators Report approved as submitted.

Purchasing Security Cameras for District Sites-. We now have two quotes Cahill will go through the quotes and see if they are similar and report back to the Board at the August 11th meeting.

Engineering update, Jeff Cicon

Water System

- **Task Order #37: Water Tank and Transmission Line Project:**

- The Request for Proposals (RFP) for the tank pre-selection has been completed. The District received two proposals, one from DN Tanks and the other from Preload Tanks.
- The Construction Committee, Julie, Sergio, and myself met to review and discuss the proposals. The proposals were scored and it is our recommendation that the District award the tank portion of the project to DN Tanks.

Board Action Item: *Resolution to award the tank construction contract to:*

1. *DN Tanks;*
2. *Other as recommended by the Board.*

After some discussion Keenan made a motion to Award the Bid to DN Tanks in the amount of \$1,641,500.00, Cahill seconded, and it was unanimously.

RESOLVED, That the DN Tanks bid of \$1,641,500.00 approved as submitted.

- The PER Amendment has been submitted to MDEQ so the environmental review process can be completed.
- The project has been submitted to MDEQ for review for compliance with public water standards and SRF program requirements.
- The MDT occupancy permit is approved pending MDEQ approval. MDT also let us know we also need to obtain a maintenance permit for the storm drain. I am looking into the process.

Wastewater System

- **Task Order #36: Bay Sewer Replacement Project**

- The project is still under a stop work order for the summer tourist season and is scheduled to resume in September.
- The new lift station is now operational, and the bypass pumping has been removed. We are working through a few glitches with the generator, but otherwise the station is operating normally.

- LHC and I are planning to meet with Flathead County (Dave Prunty) to discuss the out of spec pavement and determine a path forward that is acceptable for the County and the District.
- **Task Order #38: West Trunk Sewer Modelling**
 - Cicon stated that they have everything and will be submitting the final report soon.

Development Review

- The Settlement Subdivision – No update (Spencer stated that they have ordered the Lift station)
- Saddlehorn No. 11 – No update.
- Blenn Street Water and Sewer Extension – No update.
- Eagle Bend No. 20 – No update.
- The Fort Subdivision – I reviewed the revised plans submitted by IMEG Engineering. I compiled a list of items that are needed via email and transmitted on 6/24/2021.
- Harvest Foods Sewer Main Relocation – We met with Harvest foods and RPA Engineering to discuss this project. They are in the beginning stages of design, but we were able to discuss several design preferences.

Denning, Downey, and Associates- Spencer sent back her report to them, the 2021 Audit was submitted to the Newspaper and is now complete.

NEW BUSINESS

ARPA GRANTS- Spencer informed the Board that the District will receive funding from Flathead County and that Cicon has submitted all the necessary paperwork for the Competitive Grants. He submitted the Chapman Hill PRV Project and the West Trunk Sewer Project both of these projects are high on our Capital Improvement Plan.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill

- Account 1799-00 and 1800-00 informational update regarding letters.
- Ranch Contract- Ranch got back to Spencer they will schedule a meeting.

Purchase of Additional CD Investment –..... Price & Ross

- FDIC Investments-

Employee Insurance, Compensation & Certification & Safety Helberg & Keenan

- Review of Employee Handbook – on going

- Hiring of Operators- Helberg made a motion to hire Hults, Kennan seconded, and it was unanimously.

RESOLVED, That Hults approved as new hire

- Helberg made a motion to hire one more operator through LC Staffing. This person will have to have 600 hours to be eligible to be hired on a permanent basis, Kennan seconded, and it was unanimously.

RESOLVED, That another operator be approved.

- Helberg made a motion to give a \$0.50 cent per hour raise to all employees effective today July 16, 2021, Kennan seconded, and it was unanimously.

RESOLVED, That the District Employees receive a \$0.50 per hour raise.

- Cahill started a discussion regarding Bonuses for workers during the Covid -19 Pandemic and that they would like to add a line item to future Budgets to include bonuses at Spencer's discretion. Helberg made a motion to approve bonuses for employees, Cahill seconded, and it was unanimously.

RESOLVED, That the District Employees receive a bonus.

- Spencer informed the Board about the CSEP Program through the Department of Labor. This program helps seniors train in a new job field. The D.O.L. will pay the wages for six months to retrain seniors. Keenan made a motion to leave it up to Spencer to make the final decision Cahill seconded, and it was unanimously.

RESOLVED, That the Spencer make the final decision regarding the CSEP Program

Pretreatment Regulations Cahill & Price

- Spencer informed the Board that Flathead Brewery was sent their Permit.

Budget & Rate Structure Helberg & Ross

- *Asset Replacement Valuations- on going*
- Spencer presented the Board with the 2021-2022 Budget the Cahill mentioned the Board would like to see the Gain and Loss columns on the spreadsheet after discussion was had Helberg made a motion to approve the Budget, Cahill seconded, and it was unanimously.

RESOLVED, That the District Budget be approved.

Rules & Regulations Cahill & Price

- *Rules and Regulations* - ongoing we need to get Up-To-Date Design and Engineering Standards this needs to be completed as soon as possible, schedule for August.

Farmland..... Helberg, Cahill

- Helberg requested that the Board Surplus the following pieces of equipment.
 - Freightliner Semi
 - Lawn Mowers -2 the 2019 Husq and the Green machine
 - 2004 Snowplow Truck and Plow (once insurance has paid to repair)
- The irrigation has been going constantly and the power boxes have not overheated thus far.

COMMUNICATIONS

Letter from Holland

ADJOURNMENT

Keenan made a motion to adjourn, Cahill seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:35 p.m.

Secretary, Mimi Wildeman

Minutes approved by:

President Lloyd Ross